



KENSINGTON  
POLICE PROTECTION &  
COMMUNITY SERVICES DISTRICT

# General Manager





## THE COMMUNITY

Kensington is an unincorporated community located in the Berkeley Hills, part of the San Francisco Bay Area, in Contra Costa County, California. The community occupies approximately one square mile and has a population of approximately 5,500 residents, including many distinguished University of California, Berkeley professors, Nobel Prize Laureates, and other notable San Francisco Bay Area professionals. Land use is almost exclusively residential, with two small, local-serving commercial areas. Kensington is among the safest places to live in California, with one of the nation's top public elementary schools.

## THE ORGANIZATION

The Kensington Police Protection & Community Services District (KPPCSD) is a Community Services District that provides police protection, parks and recreation, and waste management services to the unincorporated area of Kensington. Fire service is provided by the Kensington Fire Protection District, and most other traditional municipal services in Kensington are provided by Contra Costa County. Kensington residents are actively involved in the governance of their community through this special district.

Each of the four major functional areas of KPPCSD are:

- » Kensington Police Officers perform a variety of services which includes patrol response to crimes in-progress, traffic enforcement, first aid and CPR, investigations, warrant and subpoena service, and other law enforcement duties.
- » KPPCSD maintains a recently renovated Community Center, Kensington Park with amenities, including the tot lot, swings, picnic areas, basketball court, and tennis courts.
- » KPPCSD partners with the Kensington Community Council (KCC) to offer a variety of educational and recreational classes and programs such as the Kensington After School Enrichment Program ("KASEP"), Summer Day Camps, youth and teen events, and adult physical fitness classes. KCC is a non-profit that also helps raise funds and provides volunteers to help maintain the Community Center and Kensington Park.
- » The KPPCSD provides both residential and commercial collection services for recyclables, trash, and green waste (no food) through a franchise agreement with Bay View Refuse and Recycling.
- » The Administration section oversees business and finance functions of the District.

The KPPCSD has an operational budget of \$3.5 million, approximately 75% of which funds the police department. There are six staff members with an additional 10.5 in the Police Department. It contracts with a law firm for a General Counsel and other legal support.





## GOVERNANCE

KPPCSD is governed by five unpaid board members elected into office by the community to serve staggered four-year terms. The Board elects one of its members to serve as Board President and one to serve as Board Vice President for each calendar year. The President of the Board assigns each of the Board members to serve as Chairpersons for the various committees serving the Board.

Revenue to support KPPCSD is mostly property related, including a share of the base (1%) property taxes, two voter-approved property tax overrides, and a landscape maintenance district that partially supports park maintenance.

To learn more about KPPCSD, go to: <https://www.kppcsd.org/>



## THE POSITION

The General Manager implements policies at the direction of the Board of Directors and advises the Board on efficient delivery of services and best practices to achieve an effective organization. This includes oversight of major projects and working cross-sectionally to explore methods to improve accountability, fiscal stability, cost effectiveness, and professional standards. A background working with public safety departments and related unions is helpful, as is knowledge of community services and contract development and negotiations. A background managing a police department is a plus.

### Priorities and Opportunities

- » Finalize a strategy to meet long-term facilities needs for the Police Department and administrative staff, and initiate its implementation.
- » Work with the Kensington Community Council to reinstate recreation programming at the newly renovated Community Center, as coronavirus health restrictions are phased out.
- » Work with the solid waste service provider (Bay View) and members of the community to develop and implement service changes necessary to comply with State law, and initiate a review of collection rates, as necessary.
- » Evaluate long-term funding needs for park maintenance services, and develop strategies for meeting these revenue needs.
- » Develop and implement strategies to achieve staffing stability in the Kensington Police Department.
- » Review and implement administrative policies and procedures for efficient day-to-day management of District operations, including processes for effective human resources management, information technology management, park maintenance oversight, and customer service response.
- » Develop and maintain productive working relationships with Contra Costa County, the Kensington Fire Protection District, and other governmental and non-governmental agencies.

## THE IDEAL CANDIDATE

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The ideal candidate will be a strategic visionary leader with an innovative mindset who can take a creative approach to solving problems and managing the long-term goals of the District. The District is looking for a collaborative, working manager committed to building a community-wide culture of teamwork and trust. The successful candidate will have strong financial management and budgetary abilities; and excellent communication and interpersonal skills necessary to foster an environment of cooperation. This position requires a relationship builder with a successful track record working with a Board or City Council developing effective interaction and following through on policy direction given by the Board and/or City Council.



### Professional characteristics and key attributes

- » Able to work collaboratively with staff and community partners to set goals and achieve results.
- » An ethical and honest leader with high integrity, able to build cohesion and public confidence.
- » A strong and confident leader who can provide options and data to elected officials, allowing them to make informed policy decisions in the best interest of the community.
- » Effective management skills to communicate clear direction and guidance to a solid, but primarily part-time staff, providing the support and tools necessary for successful project completion.
- » A leader with political acumen, who understands the need to be apolitical.
- » Strong fiscal judgement and resourceful in looking at ways to generate revenue.
- » Experience developing a strategic plan.
- » Solid customer service and public speaking ability.
- » An active listener.

## MINIMUM QUALIFICATIONS

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- » Bachelor's degree
- » Master's degree is desirable.
- » Ten (10) years of progressively responsible experience in municipal government. Working knowledge of Special Districts is a plus.
- » Five (5) years of management and supervisory experience.
- » Strong financial management skills.

## COMPENSATION AND BENEFITS

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The pay range is \$95 per hour to \$106.92 per hour. This is a part-time position, up to 30 hours per week. Medical benefits are included.

## APPLICATION AND SELECTION PROCESS

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This position is open until filled and an appointment can occur at any time. To be considered, please submit a resume, cover letter, and five work related references (two each, past or present, supervisors, direct reports and colleagues who will not be contacted in the early stages of the recruitment) to: <https://www.cps hr.us/recruitment/1875> . Resumes should reflect years and months of positions held, as well as size of budgets and staff managed.



For additional information, please contact:  
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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to KPPCSD. The KPPCSD will then select candidates to participate in KPPCSD interviews. Extensive reference and background checks will be completed on the selected candidate.